

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	Page 1 of 3
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 06/01/2005	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. <i>(If applicable)</i>		
6. ISSUED BY AO801 Office of Procurement 359 Ford HOB Washington, DC 20515		CODE AO801	7. ADMINISTERED BY <i>(If other than Item 6)</i>		CODE
8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, county, State and Zip Code)</i>			(X)	9A. AMENDMENT OF SOLICITATION NO. OPR05000377	
			(X)	9B. DATED <i>(SEE ITEM 11)</i> 05/06/2005	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED <i>(SEE ITEM 13)</i>	
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER <i>(Specify type of modification and authority)</i>

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

A. This amendment is issued to provide responses to vendor questions, and

B. All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i> William L. Dellar	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. U.S. HOUSE OF REPRESENTATIVES BY _____	16C. DATE SIGNED
<i>(Signature of person authorized to sign)</i>		<i>(Signature of Contracting Officer)</i>	

Line Item Detail	Title	Document Number	Page
No changes were found on line items.			

Line Item Detail

Title

House Staff Fitness Center

Document Number

OPR05000377/0002

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**HOUSE STAFF FITNESS CENTER QUESTIONS AND RESPONSES
SOLICITATION OPR05000377**

I. House Furnished Property and Utilities (C.3)

Question 1. Noted was a mismatch between the equipment placement layout (Attachment 2) and the stated equipment breakdown (Attachment 3). Can the House provide an updated floor plan and equipment layout that includes square footage of aerobics room, locker room, and exercise floor.

Response: The equipment layout is an approximate not actual layout that will change upon completion.

Note: For drawings/designs layouts contact: Architect of the Capitol (AOC) Ms. Karen Olmsted (202) 226-4710

Question 2. For the purpose of projecting equipment maintenance costs, can the House supply the brand/model or preferred vendor(s) and model/series for the equipment purchased?

Response: Not at this time. The equipment will be procured at a later date by the AOC and if known prior to the solicitation closing, the equipment list will be provided.

Question 3. Can the House provide additional information about the Fitness Center audio/visual (AV) system to include?

Response: Yes, see response to question 2.

a) What type of overall system will be used?

Response: Please clarify question, brand name is unknown.

b) Will there be an independent system in the aerobics room?

Response: Yes. It will be centrally operated from the Staff Office.

c) Will the aerobics room include a wireless microphone?

Response: No

d) Will radio reception be available in any rooms?

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Response: Yes.

- Question 4. As part of equipment provided, will the House provide any "Group Exercise" equipment such as individual mats, aerobic steps, dynabands, balance balls, dumbbells and a dumbbell rack, punching bags/gloves, jump ropes, spinning bikes, yoga mats, etc.

Response: See response to question # 1 above.

II. Contractor Requirements (C.4)

- Question 5. Can the House specify what services the AOC nightly cleaning crew will perform? Specifically, will they clean showers, launder towels, clean bathrooms, disinfect, dust and clean the fitness equipment, clean the fitness floor and group exercise floor.

Response: The AOC custodial staff will provide cleaning of locker rooms and shower rooms and vacuum/ clean all accessible floor areas. They will not do laundry or clean and dust any fitness equipment. This will be the responsibility of the contractor.

- Question 6. Regarding dues and fee collections, in lieu of acceptance of cash, will checks, credit cards, debit cards, and electronic funds transfer serve as acceptable forms of payment? (C.4.c)

Response: Yes, as defined in the Statement of Work, Section C of the solicitation.

III. Membership C.5

- Question 7. Can the House provide any information about the projected utilization of the fitness center?

Response: No

- Question 8. What is the total number of eligible population?

Response: 6,500-7,000

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Question 9. Is the eligible population made up of only federal employees (i.e., potential members do not include contractors, retirees, spouses, etc.).

Response: Only employees on the House payroll. (See section C.5 for a description of the eligible population)

Question 10. How many units and what will be the washing and drying capacity of the House furnished washer and dryer?

Response: One large volume commercial grade washer and dryer.

Question 11. Is there an option for a towel service rather than a washer and dryer?

Response: Yes

Question 12. Section C.4 (7) lists three different types of towels. What quality and what size of towel for each are desired by the AOC?

Response: 100% (One-Hundred Percent) Cotton with quality and size appropriate for indicated use.

Question 13. Depending on the number of towels used per day, the laundry of towels could be a full time job. Is it the desire of the AOC to have the professional on site fitness center staff doing laundry or does the AOC desire the contractor to provide a non-degreed person to do the laundry?

Response: There is no requirement for the person assigned to do the laundry to have a degree.

Question 14. The American College of Sports Medicine has a guideline ratio for number of onsite fitness center staff to the number of members. Is it the desire of the AOC to comply with the ACSM guideline for staffing?

Response: No, the number of staffers will be determined as needed.

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Question 15. The contractor is responsible for all cleaning supplies to maintain the facility yet in item (10) it states the AOC will perform nightly cleaning. What will the nightly cleaning consist of? Will the AOC supplied cleaning group use the contractors cleaning supplies for the nightly cleaning?

Response: The AOC custodial staff will provide cleaning of locker rooms and shower rooms and vacuum/ clean all accessible floor areas. They will not do laundry or clean and dust any fitness equipment. This will be the responsibility of the contractor. The AOC custodial staff will not use the contractor's supplies for nightly cleaning.

Question 16. What will be the source or music for group exercise classes and for general music for the fitness center? Will AOC pay for the associated licensing fees to play such music?

Response: The sound system will be provided for the aerobics area, fitness equipment area and locker rooms with the ability to centrally control from the staff office. The AOC will not pay a licensing fee.

Note: Fitness class music may be different from the regular floor (cardio/free weight areas) due to pace and nature of class.

Question 17. RFP states "...replacement of House furnished property will be the responsibility of the Contractor". Does that mean that when a piece of exercise equipment needs to be replaced that the Contractor will do so from the funds from the management contract or will the AOC pay for replacement equipment?

Response: See section C.6, of the Statement of Work.

Question 18. Will the AOC furnish an AED unit or shall the contractor furnish?

Response: AOC will furnish the AED.

C.4 Contractor Requirements

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Question 19. Will there be available internet access? Will it be the contractor's expense to provide?

Response: Yes, There will be internet access available. There will be no charge to the vendor for internet access.

When it states the contractor will provide 20 fitness classes per week, can you specify how many hours of fitness classes per week this requires?

Response: Offeror shall propose time frames and duration of classes.

Note: The House is aware that many fitness classes have durations of 20, 30 and 40 minutes. Hours shall be proposed by the offeror.

C.4(9) How often must trash be taken to specific location? Will nightly cleaning also take trash to specific location?

Response: Trash should be taken to specific location as required to maintain a clean and sanitary environment.

C.4 (12) Should an exercise piece of equipment be deemed out of service and said piece of equipment must be removed, will AOC provide storage space outside of the fitness center?

Response: No.

Question 20. If the contractor proposes the budget for the repair (which is hard to estimate since we don't know the brand/models of the equipment), what happens if we go over the budget? Do we pay from our own funds or do we bill the House? Please explain the responsibilities in regards to the equipment repairs.

Response: The contractor is responsible for repair of all exercise equipment, see sections C.4.11 and C.6 of the Statement of Work.

Question 21. Please explain the purpose of 'non-workout' membership fee?

Response: See Section C—C.4.C of the solicitation.

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Question 22. Although completion date of the facility is not until September, can we still schedule a site visit? If not, can you provide the specifications for the facility (i.e., square footage, size of group exercise and locker areas, staff offices, etc.

Response: Yes, see response to question # 1 above.

Question 23. Will any of the existing equipment be transferred from the interim facility to the new one?

Response: No, there is no current facility.

Question 24. Please confirm that the contractor will only be responsible for the cost of calls and not the monthly phone service charge. What is the cost of local calls? Long distance calls?

Response: The current typical monthly charges that would be incurred for phones would include \$8/mo service charge, \$4/mo voice mail, \$.02/min for long distance. Should the contractor desire additional phones the House will charge the contractor based upon the pricing schedule for equipment and services.

Question 25. Please confirm that the contractor is responsible for providing cleaning supplies to clean locker rooms (toilets, showers, etc) and facility floors, mirrors and walls.

Response: Yes. See section C.3.

Question 26. Please clarify in Section C.6.b that the contractor may request funds from the set-aside account for repair of equipment, not just replacement.

Response: Repair of exercise equipment will not be covered by this fund. As related to exercise equipment this fund will only be used for replacement.

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Question 27. Since the AOC is providing nightly cleaning, will they be providing their own cleaning supplies?

Response: Yes

Question 28. Will nightly cleaning include locker rooms? Will it include toilets, sinks and shower areas?

Response: Yes

Question 29. What type of pre-opening and on-going MIS/IT support and assistance is available to the contractor?

Response: No support will be provided for contractor supplied MIS/IT equipment.

Question 30. Will the contractor's computer system interface with the House's internal computer system or be a stand alone system?

Response: It will not interface with the House's internal computer system, but access to the House backbone will be allowed subject to House IT security requirements.

Question 31. If the contractor's fitness management tracking software requires internet access, is that available?

Response: Not generally available, and access subject to HIR security review.

Question 32. What are the House minimum MIS technical requirements?

Response: MIS requirements are stated below.

PC MINIMUM REQUIREMENTS

CPU-Pentium IV 2.0 GHZ (or equivalent AMD)*

Bus Type-2 PCI Bus slots (optional)

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RAM-512 MB expandable to 2 GB without removing chips

Ports-1 Serial with 16550 UART (optional)
1 Parallel (optional)

2 2.0 USB Ports front side recommended
2 2.0 USB Ports backside

CD-ROM Drive-24 speed (24x) (16x combo DVD-Rom and CDRW recommended)

Floppy Disk -3.5" high density (optional)

Pointing Device-PS/2 style port on system board with compatible pointing device or USB pointing device

Hard Disk Size-40 GB (C drive partitioned with at least 15 GB; recommend drive be a single NTFS partition)

Hard Disk Interface-IDE or SCSI

Processor Cache -256 KB L2 cache

Keyboard-101 key enhanced; USB Keyboard recommended
Video Display Adapter-SVGA with 32 MB VRAM and 1024x768x256 color support.

Video Monitor-15" with .28 dot pitch and support for 1024x768 non-interlaced

Network Interface-IEEE 802.3 compliant; 10/100baseT connector; Preferred NICs are: 3COM, Intel, Netflex

Protocol Support-TCP/IP compliant as specified in RFC 1122 and RFC 1123

***Celeron CPU doesn't meet 256K L2 cache requirement**

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Question 33. Can we get a list of the office furnishings (e.g., desks, chairs, filing cabinets, etc) provided by the AOC?

Response: See response to question # 1 above.

Question 34. Please clarify in Section C.4.a. (14).c (1): Into whose account are dues and fees to be deposited?

Response: The contractor's account.

Question 35. What is the total eligible population of the employees of the US House of Representatives?

Response: See response to question # 8 above.

Question 36. Was an interest survey distributed to determine the membership cap of 2000 members?

Response: No.

Question 37. How many members are currently using the interim facility?

Response: N/A

Question 38. Of those using the interim facility, are they currently paying a membership fee and if so, how much?

Response: N/A

Question 39. Are members currently being charged an initiation fee? If so, how much?

Response: N/A

Question 40. Are they paying extra for group exercise classes?

Response: N/A

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Question 41. Are there lockers available for day-use? If so, how many? Are they full or ½ lockers? Will any lockers be set-aside for rental?

Response: There will be Z-shaped lockers. Quantities: Men 174 and Women 182. No lockers will set-aside for rentals.

Question 42. Please clarify what is included in retail sales mentioned in C.7.b? Is there merchandise available for sale?

Response: No.

Question 43. Do we need to identify our ACR and key personnel in our proposal?

Response: Yes, identify all key personnel and their position titles that will be providing services under this contract. See section G.6 and G.7.

Question 44. Is there a cost to the contractor for background and fingerprint checks?

Response: No.

Question 45. Does Attachment 4 replace Schedule B located on page 2 of 29? If not, is 1 line item 0001, the sum of Attachment 4?

Response: Yes.

Question 46. Will there be any Government subsidization of the House Staff Fitness Center or is the contractor expected to finance all of the operation?

Response: No.

Question 47. What is the square footage of the proposed facility?

Response: Approximately 11,400 square feet.

Question 48. Will ancillary services be permitted (i.e. personal training, pro shop, and massage)?

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Response: Yes.

Question 49. Is there a proposal that can be followed?

Response: Section L of the solicitation.

Question 50. Who is responsible for building/facility maintenance issues (i.e. plumbing, electrical, HVAC)

Response: The AOC (Architect of the Capitol).

Question 51. What is the total number of personnel currently on the AOC payroll (we're looking for the total eligible participants)? How many personnel are housed within the Rayburn Building?

Response: AOC personnel are not currently part of the eligible membership. The number of eligible participants is estimated at 6500-7000 total. There is no estimate available for the Rayburn building.

Question 52. What level data lines will have access?

Response: Undecided at this time.

Question 53. Can we access better quality and more detailed drawings?

Response: See response to question # 1 above.

Question 54. Can we do a site visit prior to submitting a proposal?

Response: Yes, only to visit the site, no discussions or clarifications will be addressed. Site visits will be granted on a case-by-case basis.

Question 55. Who is the current contractor operating the facility?

Response: N/A, see response to question # 23 above.

Question 56. Can we obtain current contract cost of the new facility?

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Response: N/A, new initiative.

Question 57. How many lockers will be provided in each locker room?

Response: Men's 174 and Women's 182.

Question 58. Are there any special instructions for delivery of items to the House?

Response: Yes, see amendment 1, Off-Site Delivery Center Instructions.

Note: Height and size for House loading docks.

Rayburn Dock C Street is the primary point. 1 Bay is available, maximum height is 13'-6'', maximum length is 52'.

Alternative delivery points:

Rayburn WA/D Street, 1 Bay, maximum height 10',

Longworth 3 Bays, maximum height 11'-6'', maximum 2 bays 10'-6''.